



MINTRAC

NATIONAL MEAT INDUSTRY TRAINING ADVISORY COUNCIL LIMITED

2017 Meat Industry Training Provider of the Year – award information

To be eligible for this award, an organisation must:

- be a Registered Training Organisation (RTO) with one or more qualifications from the AMP *Australian Meat Industry Training Package* on its scope of registration
- have as its core business the delivery of vocational education and training
- have provided training and assessment services to a meat processing company within the last twelve months.

Entry conditions

- Nominees must agree to abide by the decisions of MINTRAC.
- MINTRAC reserves the right to use photographs and non-confidential information about nominees for promotional purposes.
- Nominations received after the closing date will not be considered.

Closing date

8 March 2016

Documents to be provided

- Completed Meat Industry Training Provider of the Year Award entry form
- Written submission, not exceeding 20 A4 pages, including photographs
- Electronic version of the written submission
- At least one photograph, in jpeg form, to be used for the award slides.

Required structure of the written submission

Section A

Provide an overview of the training program(s) delivered to the Australian Meat Industry by your organisation, including objectives, a description of the environment in which the programs are delivered, numbers of students, and any specific challenges encountered in the implementation of the training program.

Section B

Criteria 1: Leading practice in vocational education and training

Provide evidence of excellence, innovation and leading practice in your training programs and how the programs contribute to national priorities of the training system and meat industry requirements.

Criteria 2: Strategic planning processes

Provide evidence of how you strategically plan for the training delivered including client focus, systems for evaluation and improvement, relationships with enterprises and industries, and strategies for delivering equity among under-represented client groups.

Criteria 3: Client and market focus

Demonstrate how you identify and integrate local and regional issues into your training including effective partnerships and relationships with other professional and/or community organisations or groups.

Criteria 4: Partnerships and links

Provide evidence of the effectiveness of these partnerships and relationships, including outcomes for students, your organisation and the partner organisation/s as well as the broader sector or industry.

Criteria 5: Human resource capability

Detail how you build staff capabilities including staff training and development, performance management systems and evaluation.

Guidelines for addressing the selection criteria

When developing your application against the selection criteria listed above you may wish to include information relating to the following guidelines. Please note **these guidelines are not additional selection criteria** and are provided to give clarification of what may be relevant to include.

Leading practice in vocational education and training

Consider:

- how you show commitment to excellence in implementation of national and meat industry training arrangements
- how you demonstrate creativity, excellence and/or innovation in the design and development of processes or techniques (operational or educational), use of Information Communication Technologies (ICT), e.g. e-learning, and overall operational and educational effectiveness
- the systems and processes you have in place for managing, evaluating and enhancing products and services
- how you undertake continuous improvement within the organisation, e.g. through organisational learning and transformation, knowledge management, the use of new technologies, encouragement of a learning culture, support for emerging industries.

Strategic planning processes

Consider:

- details of the external environment in which the organisation operates and its relationship to state/territory and national, and meat industry policies and priorities
- systems and processes for planning and communicating purpose, vision and goals, values, core business strategies, and creating alignment across the whole organisation.

Client and market focus

Consider:

- your organisation's knowledge of meat industry clients and markets and the response to these, including systems and processes for collecting and analysing data on client needs and expectations
- methods your organisation uses to create positive relationships with individuals, enterprises, industries and community groups including industry consultation, partnerships, feedback, and/or outcomes
- measures of success your organisation has in place, including client outcomes, client satisfaction surveys, employment outcomes, recognition by industry
- what your organisation does to encourage access, and the degree of success in meeting the needs of equity client groups.

Partnerships and links

Consider:

- strategies your organisation has to identify local/regional issues, such as social, economic, industrial or environmental issues and incorporate these into service delivery
- how you build effective partnerships with other organisations or groups in the local or wider community.

Human resource capability

Consider:

- strategies and processes your organisation uses to build the capabilities of the organisation's people, such as job design, personnel selection, staff training and development, performance management systems, two-way feedback systems
- how you ensure constructive management/employee relations, including emphasis on teamwork, participation and communication
- how your work environment demonstrates it recognises the well-being of staff as critical to business success.

2017 Meat Industry Training Provider of the Year – entry form

Registered Training Organisation: _____

Address: _____

_____ State _____ Postcode _____

Telephone: _____

Nominated contact: _____

Your preferred mode of contact (provide details)

Declaration

I declare that:

- We are a Registered Training Organisation (RTO) with one or more qualifications from the AMP *Australian Meat Industry Training Package* on our scope of registration
- Our core business is the delivery of vocational education and training
- We have provided training and assessment services to a meat processing company within the last twelve months
- I agree to abide by the decisions of MINTRAC in relation to this award
- MINTRAC has the right to use photographs and non-confidential information about nominees for promotional purposes
- I have personally addressed the Selection Criteria.

Signature: _____

Position in Organisation: _____

Checklist

Have you:

- completed the Meat Industry Training Provider of the Year Award entry form?
- included your written submission, not exceeding 20 A4 pages, including photographs?
- provided an electronic version of the submission?
- included at least one photograph, in jpeg form, to be used for the award slides.

Completed applications are to be sent to:

2017 Meat Industry Training Provider of the Year Award
MINTRAC, Suite 2/150 Victoria Rd, Drummoyne NSW 2047

Or fax to: 02 9819 6099 **Or email to:** mintrac@mintrac.com.au